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OSP-1156-67

22 SEP 1967

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MEMORANDUM FOR: Director of Personnel

ATTENTION: Position Management and Compensation  
Division

THROUGH: Deputy Director for Science and Technology

SUBJECT: Personnel Planning Paper for the Office of  
Special Projects, Fiscal Year 1968

1. Forwarded as an attachment to this memorandum is the proposed planning paper (Tab A), representing the FY 1968 staffing complement of the Office of Special Projects. This staffing complement reflects the [ ] positions authorized for the Office of Special Projects for FY 1968. In addition, we have included [ ] position titles with no planned incumbencies in order to provide staffing flexibility consistent with our operational requirements. Our [ ] personnel ceiling is not affected by these "0" authorizations.

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2. As a necessary part of establishing a staffing complement adequate to fulfill the obligations with which this Office is charged, we have found it necessary to increase the number of positions of GS-14 and above from the [ ] as approved by O/PPB for the FY 1968 Office of Special Projects budget, to [ ] this Planning Paper. The average position grade reflects a modest increase from GS-11 [ ] in FY 1967 to the proposed level of GS-11. [ ] (See Tab C).

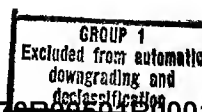
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3. In general, the proposed staffing complement follows the pattern of the existing staffing complement as approved by the Office of Personnel, with expansion of units to accommodate the increased level of activity in the Programs which we now have

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developing. However, it has been necessary for us to realign what formerly was designated the Design and Analysis Group, re-title it the Design and Analysis Division with a Branch structure within that Division consistent with the existing operating organization. Accordingly, we have not identified position changes within that unit in Tab B, which otherwise identifies each position change proposed.

4. It should be noted that the proposed staffing complement incorporates [ ] scientific pay scale positions. These [ ] represent [ ] additional SPS positions above the [ ] approved by PFB for FY 1968. [ ] of the additional positions are in the Design and Analysis Division and [ ] in the [ ] Program.

5. The positions of Program Director, [ ] and Program Director, [ ] are each proposed at the GS-17 level consistent with the level of responsibilities with which the incumbents must manage their respective program activities. Also, we propose to increase the grade of the positions of the Program Director, [ ] and Chief, Program Administration Division from GS-15 to GS-16. The position of Chief, Support Branch has been reflected in this paper as GS-15 consistent with the dual responsibility of the incumbent as Deputy Chief, Program Administration Division. Two positions are identified as GS-14 consistent with reclassification by representatives of the Position Management and Compensation Division, Office of Personnel; these positions are:

Logistics Officer (Position Number 2090), and a Contract Officer position in the Contracts Branch, Program Administration Division.

6. It is recommended that the proposed staffing complement for the Office of Special Projects for FY 1968 be approved as submitted.

**SIGNED**

**JOHN J. CROWLEY**  
Director of Special Projects

Attachment: a/s above

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CONCUR:

25X1A [Redacted Signature]

*for* Deputy Director for Science  
and Technology

25 SEP 1967

Date

The recommendation in paragraph 6 is approved:

25X1A *for* /s/ [Redacted Signature]  
Director of Personnel

21 Nov 1967  
Date

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